
**APPENDIX 46.1D U.S. EPA QUALITY ASSURANCE REVIEW
FORM FOR CONTRACT ACTIONS**

I. General Information

a. Vehicle Type:

- ☐ Solicitation/Sole Source (RFP #: _____)
- ☒ Delivery Order/Work Assignment /Task Order (*circle one*)
- (SOW Date 8/21/15 Task Order #: _____ Contract #: EPW05049)

**Descriptive Title: Technical Assistance Anaconda Aluminum Plant Proposed Superfund Site,
Columbia Falls, MT**

b. Sponsoring Organization (*e.g., Branch, Division, Office, etc.*): Montana Office/Superfund

c. Project Duration (start [date] to end [date]): Award date through 12/31/2016 or issuance of an Administrative Order on Consent, whichever is sooner

d. Is this a new ☒ **or continuation of an existing** ☐ **project** (*mark one*)?

e. Is this a Modified QARF that supersedes an Original QARF? ☐ **yes or** ☒ **no**

If yes, list the Descriptive Title from the Original QARF and the date signed by the RQAM: _____

II. Scope of Work

[For example activities, see www.epa.gov/quality/examples.html.]

- | a. Does the work involve: | YES | NO |
|---|-------------------------------------|-------------------------------------|
| <ul style="list-style-type: none">• the collection, generation, use, and/or reporting of environmental data? (Environmental data are defined as any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as data bases or the literature.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">• design, construction, and/or operation of environmental technologies? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none">• development and/or use of models? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none">• other activities that need quality assurance or quality control requirements as identified in your organization's Quality Management Plan? If yes, list HERE: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If all answers are No, skip Section III and complete Section IV

- b. Estimate of percentage of costs or level-of-effort allocated to quality assurance for the activities identified above: _____

III. Quality-Related Requirements

Where applicable, reference a specific section of the Statement of Work.

a. **For Solicitations Only** [complete (b) - (f) below, as well]

1. Insert the percentage of technical evaluation points assigned to offeror's quality system documentation, or P/F if the evaluation is pass/fail: _____
2. List any quality standards (from your organization's Quality Management Plan) that you will use in lieu of, or in addition to, *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs (ANSI/ASQC E4)*. These standards are:

Title: _____

Numbering: _____

Date: _____

Requirements (Tailoring): _____

b. **QA Documentation Options:** [For solicitations, complete items 1-4; for all actions other than solicitations, complete items 3-4. All documentation specified under "Other" must be defined in your organization's Quality Management Plan and be consistent with requirements defined in EPA Manual 2105-P-01-0 (formerly 5360 A1). For items checked under #2, there must be adequate information in the SOW for the offeror to develop this documentation.]

Before Award Documentation¹

1. ☒ Documentation of an organization's Quality System: Either ☒ QMP developed in accordance with R-2 or ☐ Other: _____

☐ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by contract: Either developed in accordance with ☐ R-2 and R-5 or ☐ Other: _____
2. ☐ Programmatic QA Project Plan: Either developed in accordance with: ☐ R-5 or ☐ Other: _____

☐ Application of QA and QC activities to the single project covered by contract: Either ☐ QA Project Plan developed in accordance with R-5 or ☐ Other: _____

☐ Not applicable.

¹QMP refers to a Quality Management Plan. Programmatic QA Project Plan refers to a QA Project Plan that would

cover multiple projects with similar activities. R-2 refers to *EPA Requirements for Quality Management Plans (QA/R-2)* (EPA/240/B-01/002, 03/20/01) and R-5 refers to *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* (EPA/240/B-01/003, 03/20/01). Copies of these documents are available at www.epa.gov/quality.

After Award Documentation¹

3. ☒ Documentation of an organization's Quality System: Either ☒ QMP developed in accordance with R-2 or ☐ Other: _____
- ☐ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract: Either developed in accordance with ☐ R-2 and R-5 or ☐ Other: _____
- ☐ Not applicable.
4. ☒ Documentation of the application of QA and QC activities to applicable project(s): Either developed in accordance with ☐ R-5; ☐ A supplement to the following Programmatic QA Project Plan: _____ and/or ☒ Other: Review of a PRP generated SAP/QAPP
- ☐ Programmatic QA Project Plan with supplements for each specific project:
- ☐ Existing documents of the application of QA and QC activities will be used: Either ☐ Documentation developed pre-award; ☐ Documentation will be identified in individual Statements of Work; or ☐ Documentation identified in Section _____ of the Statement of Work.
- c. **Reports:** Are quality reports or reports containing assurance information (for example, status of quality system implementation, review of a quality system, quality control data, etc.) required? [☐] Yes [☒] No

If yes, identify the required reports and the time frame for submission:

- d. **Assessments:** Select all quality assessments that will be performed either pre-award or post-award:

	Pre-Award	Post-Award
On-site evaluation of offeror's/contractor's facility		
Assessment of the offeror's/contractor's Quality System (e.g., quality system audits, management system reviews, etc.)		
Project –specific assessments (e.g., technical systems audits, surveillance, performance evaluations, data quality assessments, peer reviews, readiness reviews)		

For each assessment, specify type, date to perform, and who will perform it (if known):

1. _____
2. _____
3. _____

- e. **Procedures to Update Documentation:** Identify any procedures/requirements for updating EPA approved quality-related documentation:

PRP's contractor required to incorporate EPA's comments into a final Sampling and Analysis Plan

- f. **Other Requirements:** Identify any other pertinent quality related requirements (as identified in your organization's Quality Management Plan):

1. **EPA Order, CIO 2105.0, 6.a.(7) Quality System Requirements:**

QAPPs must be approved prior to any data gathering work or use, except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers.

- IV. The signatures below verify that the Statement of Work has been reviewed to ascertain if quality assurance or quality control activities are needed and that the appropriate quality requirements have been established.

Contracting Officer's Representative Date

Quality Assurance Manager Date